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**From:** Ann Morrisette [annm@admin.umass.edu]  
**Sent:** 2/14/2013 5:50:16 PM  
**To:** Hanchett, James (DPH) [/O=COMMONWEALTH OF MASSACHUSETTS/OU=MassMail-01/cn=Recipients/cn=James.Hanchett]  
**Subject:** RE:

James

They can send it to my attention and I will be able to give them the pro-refund effective today, 2/14/13, since this is the first day we were informed that they were not using the permit.

Here is the address:  
Parking Services  
University of Massachusetts  
229 Campus Center  
Amherst, MA 01003  
ATTN: Ann Morrisette

-----Original Message-----

From: Hanchett, James (DPH) [mailto:james.hanchett@state.ma.us]  
Sent: Thursday, February 14, 2013 12:46 PM  
To: Ann Morrisette  
Cc: Pontes, Rebecca (DPH); Salem, Sharon (DPH)  
Subject: RE:

Hi Ann,

We are working in Sudbury Mass. So it would be tough to get out to UMass during business hours. Can this be done by mail or can one person do it for both Sharon and Rebeca? Can this be pro rated to January 18th?  
Thank you,

James Hanchett  
Amherst Drug Laboratory  
Room N251 Morrill I  
637 North Pleasant Street  
Amherst, MA 01003  
Fax: 413-545-2608  
Phone 413-545-2606  
Cell: [REDACTED]

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From: Ann Morrisette [annm@admin.umass.edu]  
Sent: Thursday, February 14, 2013 12:20 PM  
To: Hanchett, James (DPH)  
Subject: RE:

Hi James

They would need to return their permits to Parking Services for a pro-rated refund. Just have them come to our campus center office with their permits and we will fill out a form for their refund.  
Thanks  
Ann

-----Original Message-----

From: Hanchett, James (DPH) [mailto:james.hanchett@state.ma.us]  
Sent: Thursday, February 14, 2013 12:16 PM  
To: Ann Morrisette  
Cc: Pontes, Rebecca (DPH); Salem, Sharon (DPH)  
Subject:

Hi Ann,

The Amherst Drug Lab located in Room N251 Morrill I was closed January 18th 2013. We have 2 employees: Sharon Salem and Rebeca Pontes who would like to get a refund on their parking fees. How do we go about this?

James Hanchett  
Amherst Drug Laboratory  
Room N251 Morrill I  
637 North Pleasant Street  
Amherst, MA 01003  
Fax: 413-545-2608  
Phone 413-545-2606  
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